

EVERGREEN SCHOOL DISTRICT NO. 114
Clark County, Washington
September 1, 1991 Through August 31, 1992

Schedule Of Findings

1. The District Should Improve Control Over Athletic Ticket Sales And Associated Student Body (ASB) Fund Raising Events

Our review of ASB activities at Evergreen High School revealed accounting and control weaknesses in three areas:

a. Athletic Ticket Sales

(1) Ticket Control - The ASB bookkeeper deposited money for the sale of tickets which were not shown on the school's ticket control log. Our physical inventory of tickets also revealed an additional 9,611 tickets on hand which were not on the ticket control log.

The log further disclosed 11,591 tickets which were missing during our inventory of ticket stock.

(2) Ticket sales - In one case, the bookkeeper had deposited less money than expected based on reported ticket sales. In another case, she deposited money for the sale of tickets which we found still on hand.

The bookkeeper forced several ticket reconciliations to balance when they did not agree with ticket control logs.

The ASB bookkeeper failed to follow the district's established procedures, and was unable to provide a satisfactory explanation for any of these irregularities. Ticket control was so poor we were unable to determine if all money from ticket sales was deposited in the ASB Fund.

b. Season Passes And ASB Card Stickers - The district does not serially number season passes and, therefore, cannot properly control them. While it does prenumber ASB card stickers, the district does not maintain a log of stickers issued or stock on hand. The ASB card stickers and season passes entitle purchasers to free or reduced admission for school activities. For proper control, stickers and passes with serial numbers must be used to account for revenues. Without a control log, we are unable to ensure proper revenue collection from all ASB stickers and season passes issued. Apparently, the district overlooked this control when procedures were established.

c. ASB Fund Raising Events - Evergreen High School officials could not locate documentation for several fund raising events. Missing documentation included: receipts for money collected, student record sheets showing issuance or return of

goods, documentation of the disposition of unsold goods, and reconciliations detailing any profit or loss on the activities. Without such documents, it is impossible to accurately determine the amount of revenue that should have been collected or whether all money was properly deposited.

We reported weaknesses in ASB controls at the district's two high schools in our audit report No. 53414, dated July 12, 1991. While Mountain View High School ASB controls are greatly improved, those at Evergreen High School continue to be weak.

The district has established written control procedures for both athletic ticket sales and ASB fund raising activities. The problems apparently result from Evergreen High School personnel not following the procedures.

We recommend district management:

- a. Segregate the custody and deposit of ASB cash receipts from the bookkeeping function at Evergreen High School.
- b. Regularly monitor the bookkeeper responsible for ticket control and reconciliation to ensure that control procedures are followed.

We also recommend that management monitor all ASB fund raising activities to ensure ASB advisors follow established district procedures.